



## Job Description

Position: Finance Department Manager / Accountant  
Classification: Full time Exempt (Part-Time Option Available)  
Reports to: VP Business Operations  
Location: Bozeman, MT  
Pay: DOE

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### Duties and Responsibilities:

Under the supervision of the VP of Business Operations, the Finance Department Manager / Accountant is responsible for:

#### **Finance: (50% of time)**

- Perform daily, monthly, quarterly and annual accounting activities including, but not limited to; reconciliation of bank and credit card accounts, coordination / facilitation / completion of annual audits.
- Monthly reviews of financial reports
- Track debits and credits for each bank account
- Monthly bank reconciliation for each bank account

#### **Budgeting: (25% of time)**

- Analyze and report on financial status including income statement variances, then communicating financial results to management
- Work with Department Directors with budget preparation, analysis, forecasting, and implementation; to include budgets by major class disciplines, as well as overall budget using QBook's budget tools.
- Manage cash flow for current and future financial demands.

### **Accounting / Bookkeeping: (25% of time)**

- Utilize and improve current bookkeeping systems (Quickbooks) and procedures, and initiate corrective actions if needed
- Accounts Payables: Post bills with the proper class / division code, schedule payments, make payments
- Accounts Receivables: Invoicing, applying A/R payments, make deposits
- Payroll: Prepare and process bi-weekly payroll, payroll tax payments, quarterly report filing for #941 & UI-5, annual report filing for #941,#940, UI-5, MW-3, W-2s, and 1099s
- Credit card management: Posting receipts to the proper class / division, payments to maintain credit card credit availability, monthly credit card reconciliation
- Worker's Compensation: Handle monthly transactions through their portal system, prepare payroll reports for requested reporting periods, preparing for and managing annual audit
- Oversee taxes and abide by federal regulations concerning them, and all accounting protocols
- Coordinate tax preparation with outside tax preparer
- Support Directors / team members with their fiscal questions / responsibilities
- Work in coordination with assistant
- Other duties as assigned

**Working conditions:** Work is performed in indoor conditions in a non-smoking environment. Requires lifting and carrying objects up to 50 pounds.